



City of Kent Neighborhood Grant Program

Program Background

The City of Kent is committed to the success of its neighborhoods. To ensure, and to expand upon, success at the neighborhood level, the city has established a Neighborhood Grant Program (NGP). The NGP is designed to help maintain and improve neighborhoods by providing financial support to assist resident-based neighborhood groups with projects that promote or create an overall positive sense of community. The NGP provides two different funding opportunities for neighborhood groups, the Neighborhood Engagement Grant and the Neighborhood Enhancement Grant.

Neighborhood Engagement Grant

Objective: To promote community engagement by supporting resident-driven communication and organization of relations among neighbors.

The Neighborhood Engagement grants are for the purpose of improving communication and the organizational capacity of neighborhood groups. These grants may provide funds to offset the cost of creating and distributing communication materials or costs associated with activities such as block events or neighborhood gatherings. Consideration will be given to proposals that involve creating connections or engagement among neighbors.

Possible Neighborhood Engagement Projects: Media communication, homeowner association or neighborhood group development, educational programs, arts-based programs, neighborhood events or initiatives, youth events

Neighborhood Enhancement Grant

Objective: To encourage neighborhood cooperation in undertaking physical enhancements to improve the aesthetic make-up of neighborhoods.

The Neighborhood Enhancement grants are intended for improvement projects that can be undertaken relatively quickly, contribute to beautification of a neighborhood and serve a public purpose. Projects must involve neighbors working together on a shared-vision to improve the quality of life in their neighborhood. These projects must have long-term benefits and a sustainable maintenance/funding plan in place.

Possible Neighborhood Enhancement Projects: Garden installations, "placemaking" improvements, public art, pocket parks, green enhancements, coordinated minor home beautification, neighborhood connectivity (privately owned) improvements, signage (approved on a case-by-case basis)

Scoring and Selection Criteria

Applications will be scored based upon the following four criteria:

- **Project Design:** Overall project concept, planning & organization, creativity and readiness. (0-10 points)
- **Resident Beneficiaries:** The number of residents that benefit from the project. Taking into account neighborhood size and the amount of funding requested. (0-5 points)
- **Resident Involvement:** The number of residents that will be involved with the project. Taking into account neighborhood size and the amount of funding requested. (0-5 points)
- **Financial Feasibility:** Cost estimates should be supported and reasonable. Long-term funding plans should be in place and other funding sources documented, if needed. (0-10 points)

Program Requirements and Considerations

1. The project must be within City of Kent limits and be carried-out in accordance with all city laws, policies and codes.
2. The project must meet one of the two grant objectives.
3. Applicants must be, or represent, a neighborhood organization, Homeowners Association (HOA) or a clearly defined City of Kent neighborhood.
4. Applicants that are awarded NGP funding must show neighborhood "buy-in", which is usually best done by submitting signatures of support from 2/3 of the defined neighborhood.
5. All funding recipients must enter into a contract with the City within 30 days of the grant award. The contract will clearly outline responsibilities of both parties including the scope of the project, the project timeframe, a long-term funding/maintenance plan Memorandum of Understanding (MOU) (if applicable) and a budget.
6. All funding is provided on a reimbursement basis and is to support verifiable expenses. All grant funds must be expended by the end of 2017.
7. Upon project completion, the funding recipient must provide 1.) a grant completion report outlining successes 2.) a reimbursement request and 3.) all relevant third-party back-up documentation for costs to be reimbursed.
8. No alcoholic beverages permitted. Any needed cleanup is the responsibility of the applicant.

Examples of Ineligible Projects:

- Political campaigns
- Improvements that directly benefit a single household, individual or affiliated business
- Restaurant/catered meals or alcoholic beverages
- Administrative or overhead costs (Inc. salaries, office supplies, etc.)

- Maintenance or ongoing operating expenses
- Costs supplementing an existing HOA budget
- Anything within the public right-of-way (Inc. sidewalks, trash cans, lighting, etc)
- Entertainment

Application Process

Applications will be accepted on a rolling basis as funding remains available. City staff will review all applications. The maximum Neighborhood Engagement grant is \$2,000 and the maximum Neighborhood Enhancement grant is \$5,000. The amount given to each application will vary with the size of the project and its impact on the community. The maximum individual grant thresholds are subject to change based upon the nature and scope of projects that are received. Block parties may receive a lesser amount based upon its scope/scale. All comments or questions should be directed to Dan Morganti, Grants and Neighborhood Programs Coordinator at 330-678-8108 or MorgantiD@kent-ohio.org.

*By submitting an application the applicant acknowledges that the City reserves the right to deem any project ineligible. The basis for eligibility determination is outlined within this application packet and also includes the proposed project's real or apparent: level of impact, contribution to a public purpose or maintenance issues, costs or potential problems that the project presents or that may arise as a result of its implementation.



City of Kent 2017 Neighborhood Grant Program Application

Project/Activity Name: _____

Project Location: _____

Applicant Organization: _____

Contact Person: _____

Address: _____

Phone Number: _____ Email Address: _____

Grant Type: **Engagement** or **Enhancement**

Grant Amount Requested: _____ (Engage. Max.: \$2,000; Enhance. Max.: \$5,000)

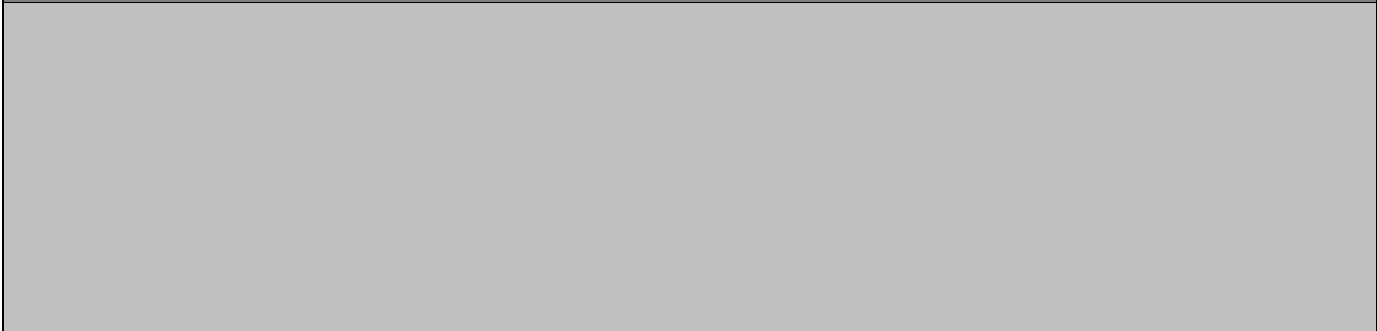
INSTRUCTIONS: Carefully read and refer to the City of Kent Neighborhood Grant Program Background, Scoring and Selection Criteria and Program Requirements for guidance. Applications must meet all the requirements outlined in the Program Background and Application Requirements. Applications will be scored based upon how well they meet the Scoring and Selection Criteria. Remember that these are competitive grants. Please use only the space provided to provide clear and concise descriptions.

Project Design: Describe the project, including its purpose, geographic area, timeframe and who will manage it. The response will be scored based upon the project concept, planning & organization, creativity and readiness. Use only the space below. **(0-10 points)**

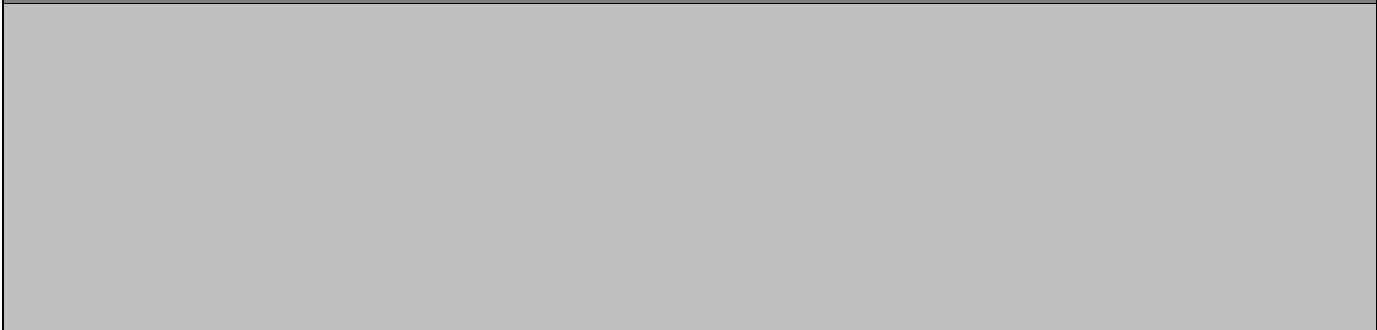
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Resident Beneficiaries: How many residents will benefit from this project? Who? (0-5 points)



Resident Involvement: How many residents will be involved with this project? Who and in what capacity? (0-5 points)



Financial Feasibility: Include details on how the project is going to be financed. **(0-10 points)**

A) Project Costs (List all costs required for the project including permits, fees, etc.)

1) _____	\$ _____
2) _____	\$ _____
3) _____	\$ _____
4) _____	\$ _____
5) _____	\$ _____
TOTAL COSTS.....	\$ _____

B) Project Income (List all income to cover the project costs.)

1) Neighborhood Grant Request	\$ _____
2) Cash from Neighborhood	\$ _____
3) Cash from *Other Sources: _____	\$ _____
4) **In-Kind Contributions: _____	\$ _____
5) ***Volunteer Time (Valued at \$22.06 per hour)	\$ _____
TOTAL INCOME.....	\$ _____

C) Explain: Overall financial feasibility, *Other Sources, **In-Kind Contributions and ***Volunteer Time (Valued @ \$22.06/hour per accepted standards at: http://www.independentsector.org/volunteer_time). For enhancement projects, explain long-term funding/maintenance plan.

For staff use only:

Application Scoring: (Max. 30 points.)

1.) Program Design (0-10): _____

2.) Community Benefit (0-5): _____

3.) Community Involvement (0-5): _____

4.) Financial Feasibility (0-10): _____

Total Score: _____

Comments: